



USAID
DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

HONDURAS

SOLICITATION NUMBER: 72052222R10008

ISSUANCE DATE: March 8, 2022

CLOSING DATE/TIME: March 25, 2022 (Midnight Local Time - Tegucigalpa, Honduras)

SUBJECT: Solicitation for a **USAID Development Assistance Specialist (Geospatial Information System [GIS])**, under a Cooperating Country National (CCN) Personal Service Contractor (PSC) - *Local Compensation Plan*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide services under a Cooperating Country National (CCN) Personal Services Contract (PSC) as described in this solicitation.

Offers must be submitted in accordance with **Section IV – Submitting and Offer** of this solicitation. Offerors should retain copies of all offer materials for their records. *Please refer to the **Suggested Checklist** shown on the last page of this solicitation to make sure all the required documentation and information for a proper submission of your application is included.* Incomplete, applications or submissions received after the closing date and time specified will *not* be considered.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to TEGUCIGALPAHR@usaid.gov.

Sincerely,

Alejandro P. Mora
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72052222R10008

2. ISSUANCE DATE: March 8, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:

March 25, 2022 (Midnight Local time, Tegucigalpa, Honduras)

4. POINT OF CONTACT:

USAID/Honduras – Human Resources Office:

E-mail: TEGUCIGALPAHR@usaid.gov

5. POSITION TITLE: USAID Development Assistance Specialist (Geospatial Information System [GIS])

6. MARKET VALUE: In addition to a generous benefits package, compensation will be negotiated in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) within the listed market value range for the **FSN-10** grade, which is equivalent to *L. 643,634.00 – L. 1,094,171.00*.

7. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature, estimated start date will be contingent upon the successful outcome of a security and medical clearance of the selected candidate.

8. PLACE OF PERFORMANCE: Tegucigalpa, Honduras. USAID/Honduras, Program Office (PO).

9. ELIGIBLE OFFERORS: All interested candidates. All applicants must be a citizen of the country, or a non-country citizen lawfully admitted for permanent residence in the cooperating country and must have the required work permit or documentation that allows the applicant to work legally in the country in order to be eligible for consideration.

10. SECURITY LEVEL REQUIRED: CCN/FSN standard clearance.

11. STATEMENT OF DUTIES:

1. General Statement of Purpose of Contract:

The USAID Development Assistance Specialist (Geospatial Information System [GIS]) is located in the Program Office (PO) at USAID/Honduras. S/he reports to the USAID Project Management Specialist (Monitoring, Evaluation and Learning [MEL]) and no supervision to other staff is contemplated. The primary purpose of this position is to increase the Mission's capability to strategically plan, monitor, evaluate, and report on its development activities by using both GIS and database management and processing.

The incumbent is the specialist for GIS at USAID/Honduras. S/he ensures that the GIS and the Development Information Solution (DIS) systems are updated and populated with accurate and up-to-date geographic information. S/he uses GIS to capture, store, manipulate, analyze, manage, and present all types of performance and spatial or geographical data while enabling GIS to be a useful tool to assist activity/project/program managers to see the performance patterns and spatial linkages between different kinds of data and make more informed decisions. The incumbent is required to promote among USAID/Honduras staff the use of GIS for rural development planning, violence and territory mapping, tracking of irregular migration flows, trends, and predictors, economic growth and distribution/poverty, disaster response, gender applications, biodiversity conservation, food security analysis, ecosystem mapping, and other applications. In addition, the incumbent will help decision-makers to use GIS to manage resources, develop an effective integrated development program, maximize project impact, and clearly present results to the public. S/he also helps USAID/Honduras use GIS to spur and define interventions in areas of

need. In coordination with USAID/Honduras MEL staff, s/he overlays GIS and performance information. For DIS, s/he will ensure geographic data from implementing partners is up to date on an ongoing basis.

For database management and processing, the GIS Specialist will clean, process, and conduct a range of quantitative analysis that supports decision-making within the Mission, at the activity, project, and/or strategy levels. S/he will manage, process, and analyze multiple databases to monitor change over time of key Mission priorities and sectors, contributing to evaluating and communicating the effect of USAID/Honduras programming. In doing so, s/he will work closely with the Mission's Migration Specialist, USAID/Honduras' MEL platform, technical offices, and the Communications Team. S/he will also support broader MEL efforts alongside the USAID/Honduras MEL team.

The GIS Specialist will be USAID/Honduras' in-house expert to present and analyze geographic and quantitative information about its development programs. This information will be used for both communication/outreach and strategic planning purposes.

2. Statement of Duties to be Performed:

1) Use of geospatial technology as a tool to develop a synergistic approach among activities (30%)

- Serves as an Activity Manager responsible for managing some GIS-related components of USAID/Honduras' activities. As such, the incumbent will be expected to participate in periodic site visits to meet with partners and Government of Honduras on data collection methods and to provide GIS technical assistance to implementing partners. The incumbent will also develop and deliver on-demand geospatial information products such as USAID activity maps and satellite imagery, including maps with information on the location and performance of USAID/Honduras' activities as well as socio-economic information of USAID/Honduras' target geographic areas (e.g., incidence of poverty at the municipality-level); will also assist USAID/Honduras staff to make the best use of geospatial information to improve activity planning, monitoring, evaluating, and reporting of their programs; and will help determine place-based targeting focusing on citizen security and other sector priorities.
- Using GIS technology, develops GIS products to help improve the understanding of USAID's impact and illustrates performance changes over time in the USAID/Honduras Country Development Cooperation Strategy (CDCS) to communicate Mission achievements to internal and external audiences and outside stakeholders.
- Deploys the best GIS tools and makes them available to the Development Objective (DO) teams and implementing partners to ensure broad use of GIS information, to improve the quality of data, and to help set up, use, and share GIS data sets with the Mission.
- Ensures Mission and implementing partner geographic data is up-to-date in DIS.

2) Development of maps and imagery as needed for communication and outreach purposes (30%)

- Acquires, validates, maintains, and manages a geospatial database and associated dashboards.
- Using GIS, prepares reports and analysis on implementation issues and provides recommendations for both support and technical offices. Develops and delivers maps and other geographic visualization products showing USAID/Honduras' program budget information and project activity locations.
- Provides written and oral briefings regarding USAID/Honduras' GIS information products as requested.
- Works closely with the Communications Team and other technical offices, including Development Objective Team Leads, to create high quality, informative communications products targeted to specific audiences and formats, including internal and external stakeholders, and broader U.S. Government entities.

3) Contributes to monitoring, evaluation and learning efforts throughout all offices and with implementing partners (30%)

- Supports and monitors ongoing performance and context reporting, including, but not limited to, reporting in DIS and the Performance Plan and Report.
- Supports all staff and implementing partners to set up and report in DIS.
- Acquires, cleans, manages, and maintains relevant datasets up to date that inform monitoring of Mission priorities and sectors.
- Using Excel or other statistical software, supports a range of quantitative analyses to monitor context, Mission priorities and inform programmatic decision-making.

4) Coordinates with the Bureau for Latin America and the Caribbean and with Agency-level Geospatial Technology Officers to establish a Mission-based GIS database in accordance with USAID/Washington's geospatial standards and procedures; assists all staff and partners to understand the role of geography in development program planning; and, submits geospatial datasets to the USAID geospatial data repository (managed by the Geospatial Center in Washington, DC) for data discovery, distribution, and reuse. (10%)

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship:

Works under the general supervision of the USAID Project Management Specialist (MEL) or his/her designee. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The incumbent will seek advice and assistance as required. Work is reviewed in terms of results achieved. High degree of autonomy and results orientation is expected.

4. Supervisory Controls:

Supervision of other USAID staff is not contemplated.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: Possession of a university degree in geography, engineering, architecture, topography, cartography, statistics, or related field is required. Professional certification in Geographic Information Systems (GIS) is required. **Applicants possessing higher level degrees are also strongly encouraged to apply.**

PRIOR WORK EXPERIENCE: A minimum of three (3) years of related professional experience using geospatial information technology, developing activity and information maps, and/or experience working with satellite imagery and analysis using GIS in a communications context is required. Experience implementing geospatial meta-data standards, workflows, data sharing protocols, GIS best practices, and in Human and Participatory Geography themes/strategies is also required. Experience in conducting a range of quantitative analysis is required. **Those candidates with additional professional experience relevant to the position are strongly encouraged to apply.**

LANGUAGE PROFICIENCY: Level IV (fluency) in English and Spanish is required. **This will be tested.**

JOB KNOWLEDGE: Technical knowledge of industry-standard GIS software, Spatial Data Infrastructure (SDI), and creation of geospatial data products in developing country environments and high-level proficiency in standard GIS software including the ESRI ArcGIS product suite is required (ArcGIS knowledge will be tested). Use of Excel or other statistical software for database management and quantitative data analysis is required. Must be able to show the potential to learn additional GIS or image processing software packages and/or to work with other non-spatial database systems.

SKILLS AND ABILITIES: Must have the ability to locate, collect, and analyze existing geographic and geospatial databases and remotely sensed data sets in different formats, including censuses, field observation, satellite imagery, aerial photographs, existing maps, from disparate sources or sectors such as agriculture, democracy and governance, economic growth, education, environment, and health, in order to analyze solutions, define data needs, project requirements, required outputs, or to develop applications. The ability to establish geospatially-based management information systems (Geo-MIS), to display geospatial information, and to design and update databases with spatial feature representations is also required. Must have the ability to conduct a range of quantitative analysis on large databases to inform programming. Must have excellent interpersonal communication, customer service, writing, tact and diplomacy, and presentation skills. Must be able to work with a diverse set of individuals who have varying degrees of familiarity with geospatial analysis and to work in a fast-paced and dynamic environment with technical team members. Excellent working use of MS Office, Google Suite, and web-based applications is also required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Candidates that meet the minimum requirements, as outlined in this solicitation, will be evaluated and ranked based on the following adjectival evaluation criteria:

Evaluation Criteria	Percentage
Education	10%
Prior Work Experience	20%
Language Proficiency	15%
Job Knowledge	20%
Skills and Abilities	20%
Professional Demeanor	15%
Total	100%

Applicants meeting the above required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed. USAID/Honduras reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

IV. SUBMITTING AN OFFER

Applicants must follow these instructions when applying to USAID/Honduras' vacant positions.

1. Eligible Offerors are required to complete and submit the following, all included in one single PDF file:
 - a) Cover Letter;
 - b) A current resume or curriculum vitae in English;
 - c) Any other documentation such as diplomas or proof of the education requirement listed on **Section II** of this solicitation.

2. Offers must be received by the closing date and time specified in **Section I, Item 3**, and submitted to:

TEGUCIGALPAHR@usaid.gov

3. Offeror submissions must clearly reference in the e-mail *Subject Line* the following:
“**GIS Specialist – SOL No. 72052222R10008**”.

The US Mission in Tegucigalpa, Honduras provides Equal Opportunity Employment (EEO) and fair and equitable treatment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <https://www.usaid.gov/honduras> for additional information on USAID’s work and programs.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO, or his/her/their designee, informs the successful Offeror about being selected for a contract award, instructions will be provided about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Completed DS-174 – Employment Application for LE Staff or Family Member form;
2. Copy of the Honduran ID card;
3. Copy of the Driver's License if available;
4. Croquis of the current home address;
5. An original and current "Constancia de Antecedentes Policiales" from the División Policial de Investigaciones (DPI);
6. An original and current "Constancia de Antecedentes Penales" from the Honduran Court System;
7. Copy of Passport if available;
8. Copy of latest Education Degree (as applicable);
9. Two residential bills to verify current home address;
10. Credit Report from EQUIFAX;
11. Security Questionnaire For Locally Engaged Staff (English or Spanish);
12. Passport size photo; and
13. FSN Medical History and Examination form

All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate’s ability to secure the necessary certifications.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

- **Bonuses:** Christmas Bonus, Vacation Bonus, and 14th Month Bonus.
- **Medical, Optical, Dental, and Life Insurance.** The Mission pays the full premiums for employee’s life and medical insurance and pays 80% of the premiums of the medical insurance for dependents.
- **Local Retirement Plan.** The Mission contributes 10% from the employee’s Basic Annual Salary and the employee a minimum of 5% of the Basic Annual Salary. Age eligibility requirement to be enrolled in the plan: Minimum entry age: 18; Maximum entry age: 55

▪ **Annual Leave according to the following:**

Completion of 1 year	112 Hours (14 working days)
Completion of 2 years	120 Hours (15 working days)
Completion of 3 years	136 Hours (17 working days)
Completion of 4 years or more	184 Hours (23 working days)

▪ **1040 hours of Sick Leave per calendar year.**

▪ **Entitlement of American and Local Holidays.**

VII. TAXES

Employees are expected to pay each just financial obligation in a proper and timely manner, especially one imposed by law, such as local taxes. In this context, "in a proper and timely manner" means in a manner which does not, under the circumstances, reflect adversely on the U.S. Government as the employer. If an employee refuses or fails to pay his/her financial obligations, this will constitute valid grounds for separation, without liability for severance or notice on behalf of the U.S. Government.

U.S. Citizens/U.S. Residents under Cooperating Country National Personal Services Contracts (CCN PSC) are subject to U.S. tax withholding (federal income taxes, OASDI, and Medicare). U.S. taxes are deducted in lempira equivalent.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. [USAID Acquisition Regulation \(AIDAR\)](#), **Appendix J**, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions"**
2. [Contract Cover Page form AID 309-1](#). Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: Funding Type: CPS/OTI Appropriation: 72X1027; 2022 TI-X22 Template: Mission Program Funds Resource Category: 1130007, 1210601, 1150957	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor

3. All applicable Acquisition & Assistance Policy Directives/Contract Information Bulletins ([AAPDs/CIBs](#)) for PSCs with Individuals.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the ["Standards of Ethical Conduct for Employees of the Executive"](#)

Branch” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit the **Personal Services Contracts Ombudsman** webpage for additional information. The PSC Ombudsman may also be contacted via email at: **PSCOmbudsman@usaid.gov**

**Suggested Checklist for proper submission of information
and application requirements**

1. Complete Solicitation has been read.
2. Cover Letter prepared.
3. Curriculum Vitae in English. Curriculum Vitae in Spanish is not required but suggested.
4. Proof of diplomas to support the Education Requirement are included.
5. Application Package converted in **one single** PDF. format.
6. Naming convention for Application Package in **one single** PDF. file is:
“*First Name, Middle Name, Last Name*”, i.e. “John Allan Doe Smith”.
7. The *Subject Line* on the email reads as follows:
“GIS Specialist – SOL No. 72052222R10008”
8. The application package is sent to the email addresses: TEGUCIGALPAHR@usaid.gov
9. The full application package must be submitted by **March 25, 2022 (Midnight Local Time - Tegucigalpa, Honduras)**. Application packages submitted after this Closing Date/Time will **not** be accepted.